

**SAFETY & RISK SPECIALIST
TITLE 30440, SUBTITLE 01, NON-EXEMPT
TECHNICAL BAND
OPEN UNTIL FILLED**



SCOPE OF WORK:

Performs various administrative and technical duties for Safety & Risk Management.

BUDGETARY RESPONSIBILITIES:

None.

ESSENTIAL JOB DUTIES:

- Maintains Safety & Risk Management files to include employee driving records, and general liability.
- Conducts accident/injury investigations.
- Conducts safety meetings.
- Answers the phone, takes messages, greets visitors and assists citizens and/or employees with questions or concerns regarding workers compensation or liability claims.
- Enters data into the computer regarding liability claims.
- Develops, types and files correspondence. Maintains filing system.
- Compiles a variety of reports and submits to supervision and other departments.
- Opens and distributes mail.
- Updates driving records annually.
- Develops and maintains monthly statistical reports.
- Performs general office duties such as faxing, copying, and imaging records.
- Maintains reference books.
- Assists with maintaining compliance with the Hazardous Communications Act.
- Assists with various education and training programs.
- Performs other related duties as required.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Ability to sit, stand and move about a building. Must be able to work in outdoor environment as needed, in all weather conditions and during varying hours.

REQUIRED CONTACTS:

Ability to effectively communicate with employees, public, and local, state and federal organizations. Must possess both good telephone and public relations skills. Good organizational skills are essential.

REQUIRED QUALIFICATIONS:

Knowledge, Abilities and Skills

Must be able to read and understand written manuals. Must have excellent verbal and written skills. Must be proficient with software programs including Word, Excel and Power Point. Must have working knowledge of office equipment including personal computer, 10 key, fax, and copier. Requires a minimum of 35 words per minute on typing test and 100 keystrokes per minute on both a 10-key and alphanumeric data entry test. Must successfully complete a spelling and a grammar test with a minimum score of 50 on each test.

Minimum Education, Experience and Certification

High school diploma or equivalent plus a minimum of one year's experience in a safety or risk management related position. Valid Texas drivers license required.

WAGES & HOURS:

\$2300/month; Monday – Friday 8:00am-5:00pm